

BANK INDONESIA

No. 11/2/DSM

Jakarta, 22 Januari 2009

CIRCULAR LETTER

To

ALL COMMERCIAL BANKS

IN INDONESIA

Subject: Monthly Reports of Commercial Banks

Based on the Regulation of Bank Indonesia Number 10/40/PBI/2008 (Official Gazette of the Republic of Indonesia of the year 2008 Number 205, Supplement to Official Gazette of the Republic of Indonesia of the year 2008 Number 4950) regarding the Monthly Reports of Commercial Banks, it is necessary to stipulate provisions for the implementation of the Monthly Reports of Commercial Banks as follows:

I. GENERAL

1. The Monthly Reports of Commercial Banks, hereinafter referred to as Reports, shall be submitted to Bank Indonesia for the purpose of obtaining information on the financial condition and business activities of the Bank either separately or consolidated with its subsidiaries, as a tool to support the decision making in terms of monetary, payment system, and banking supervision.
2. In the event that the Bank is capable of centralizing the compilation and submittal of the Reports of each office from all or some of its Branch Offices, these Reports may be compiled and submitted by the Bank's head Office or by the coordinating office of the Bank, with prior notification addressed to Bank Indonesia, Directorate of Economic and Monetary Statistics c.q. Monetary, Financial, and Fiscal Statistics Team, Menara Sjafruddin Prawiranegara, Jl. M.H. Thamrin Number 2, Jakarta 10350.
3. In case the Banks are not equipped with on-line system and have more than 100 (a hundred) Branch Offices, the Banks may submit the correction of the Reports of each office up to the 13th of the following month, and for late submission of the report, the Banks may submit the correction of the Reports of each Office up to the 19th of the following month after the

period of the reporting month, with prior notification to Bank Indonesia, supported with relevant data, such as the number of Branch Offices, the number of on-line Branch Offices, the number of non-online Branch offices and the reasons for these branches for not yet having on-line facilities, and the plans for future system improvement. The notification should be sent to Bank Indonesia, Directorate of Economic and Monetary Statistics, Menara Sjafruddin Prawiranegara, Jl. M.H. Thamrin Number 2, Jakarta 10350.

II. REPORT FORMAT AND REPORTING PROCEDURES

The Format and Procedures for Reporting are provided in the Guidelines for the Compilation of the Monthly Reports of Commercial Banks (LBU) 2008 that is an integral part of this Circular Letter.

III. OFFICERS AND PERSONS-IN-CHARGE

The names of the appointed officers and persons-in-charge of preparing and submitting the Reports shall be updated. The updated list of names shall be submitted in writing to the Directorate of Economic and Monetary Statistics c.q. Monetary, Financial, and Fiscal Statistics Team, Menara Sjafruddin Prawiranegara, Jl. M.H. Thamrin Number 2, Jakarta 10350.

IV. REPORT SUBMISSION AND/OR REPORT CORRECTION

1. The on-line submission of the Report and/or Report correction to Bank Indonesia that is done through the extranet facilities of Bank Indonesia or through the special telephone channels of the Remote Access Server (RAS) of Bank Indonesia shall be in accordance with the 2008 Technical Guidelines for the Compilation the Monthly Reports of Commercial Banks (LBU) which is an integral inseparable part of this Circular Letter.
2. The off-line submission of the Report and/or Report correction to Bank Indonesia applies the submittal of a disk or other electronic data recording media including the computer print outs (hardcopy), under the following circumstances:
 - a. The reporting Banks are located in an area that does not have sufficient communication facilities, so that it is impossible to submit the Reports and/or Report correction through on-line facilities;
 - b. The reporting Banks are newly established banks and only have a time limit of 2 (two) months after commencing their operations at the latest to submit their report;
 - c. If the reporting Banks experience technical problems in submitting the Reports and/or Report correction, the Banks must provide written notice to Bank Indonesia regarding the reasons for the technical problems. In the event that the technical problems are due to

the non-functioning of the facilities provided by other parties/institutions, then an official written statement from said institution must be enclosed; and/or

- d. The reporting Banks are unable to submit the Reports and/or Report correction due to technical problems and/or other problems in the system or telecommunication network of Bank Indonesia. In this case, Bank Indonesia shall notify the reporting Banks on the problems in writing or by other means.
3. The procedure in submitting the Reports:
 - a. The reporting Banks that have been provided with a password shall submit the Reports by applying the password.
 - b. The newly established Banks must submit a written request to obtain the password for each reporting Bank by enclosing the banking license (license to open a new office) from Bank Indonesia. The password request shall be submitted prior to the commencement of the operations of the Bank.
 - c. The head office of the reporting Banks must submit a written request to obtain the password for their Branch Offices.
 - d. The reporting Banks must submit a written request to obtain a user ID and a password for the Remote Access Server (RAS).
 - e. The reporting Banks must submit a written request to obtain and/or change the user ID and the application password and enclose the list of names of the officers and the persons in charge of the Reports.
 4. The written request as referred to in point (3) shall be submitted to Bank Indonesia, Directorate of Economic and Monetary Statistics c.q. Monetary, Financial, and Fiscal Statistics Team, Menara Sjafruddin Prawiranegara, Jl. M.H. Thamrin Number 2, Jakarta 10350.
 5. Based on the written request as referred to in point (3) Bank Indonesia, Directorate of Economic and Monetary Statistics c.q. Monetary, Financial, and Fiscal Statistics Team shall provide a written notice to the requesting Banks regarding the password for the reporting Bank, the password of their subsidiaries, the user ID and the password for the Remote Access Server (RAS), and the user ID and the application password.

V. IMPOSING SANCTIONS

In the event that the reporting Bank does not have a current account in the local Bank Indonesia office, the obligatory payment sanctions imposed, as referred to in Article 19 of the Regulation of Bank Indonesia Number 10/40/PBI/2008 regarding the Monthly Reports of

Commercial Banks, shall be administered by debiting the demand deposit account of the Bank's head office maintained at Bank Indonesia.

VI. PROPOSING QUESTIONS

1. Questions related to the technicality and procedures, data entry program, and the content of the Report should be addressed to the Directorate of Economic and Monetary Statistics c.q. Monetary, Financial, and Fiscal Statistics Team, Menara Sjafruddin Prawiranegara, Jl. M.H. Thamrin Number 2, Jakarta 10350.
2. Questions related to the content of the Report should be addressed to Directorate of Banking Research and Regulation or to the related Directorate of Banking Supervision, Menara Radius Prawiro, Jl. M.H. Thamrin Number 2, Jakarta 10350.
3. Questions related to the application and automation of the Reports should be addressed to the Help Desk of Bank Indonesia Information Technology, Jl. M.H. Thamrin Number 2 Jakarta 10350, phone: 021-3818000 (Hunting), email address: helpdesk@bi.go.id; or
4. Reporting Banks -residing within the operational territory of Bank Indonesia Offices- should address questions related to the technicality and procedure, data entry program, and content of the report to the local Bank Indonesia Offices.

VII. TRANSITIONAL PERIOD

Upon the issuance of this Circular Letter, the Circular Letter of Bank Indonesia Number 2/19/DSM dated 3 October 2000 regarding the Monthly Reports of Commercial Banks is still in effect for the reporting Banks in submitting their Report up to the reporting month of April 2009.

VIII. CLOSING

Upon the issuance of this Circular Letter, the Circular Letter of Bank Indonesia Number 2/19/DSM dated 3 October 2000 regarding the Monthly Reports of Commercial Banks is revoked and is annulled commencing the reporting period of May 2009.

This Circular Letter is effective from 22 January 2009 and is retroactively effective from 24 December 2008.

To be made known to the public, it is instructed that the announcement of this Circular Letter of Bank Indonesia be placed in the State Gazette of the Republic of Indonesia.

For the knowledge and the use of the interested party.

BANK INDONESIA

(signed)

HARTADI A. SARWONO
DEPUTY GOVERNOR